

**\*\*\*DRAFT\*\*\***

## **Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** July 11, 2013

*\*Denotes attendance at this meeting*

**Committee Members:** John Barrett, Chairperson\*  
Jeannette Olechnowich, Secretary\*  
James R. Henry, Vice-Chairperson\*

**Office of Human Rights:** Hillary Zaneveld, Human Rights Advocate\*

<b>Program Affiliates:</b> Bacon Street:	Bob Coleman
	Justin Jackson*
Better Life of Virginia:	Babatunde Talabi
	Christian Aigbe*
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ruby Eley*
Eastern State Hospital	Dick Roberts
	Lisa Webster*
Family Priority	Robin Rukin*
Family Preservation Services:	Monika Isip*
Neurological Rehabilitation Living Centers:	Melissa Gonzalez *
SWRMC Structured Outpatient Behavioral Health Program:	Jana Brultz
	Lorraine DiMuccio*
United & Empowered Care:	Crystal Drake*
Williamsburg Place:	Patty Cranford*

### **Prior to Call of Order:**

*Prior to the Call of Order, Ms. Zaneveld conducted a brief training for the members of the WRLHRC on the Freedom of Information Act.*

### **Call to Order:**

*With a quorum of the members present, Mr. Barrett called the WRLHRC to order at 9:00 am at The Yorktown Conference Room of Sentara-Williamsburg Regional Medical Center.*

**Approval of Minutes:** *Upon the motion by Mr. Henry, seconded by Mr. Barrett, the minutes of the April 10, 2013 meeting were approved with one amendment, and the minutes of the June 14, 2013 sub-committee meeting were approved as written.*

**Public Comment Period:** There were no public comments.

## **Affiliate Program Reports:**

### ***Bacon Street***

Mr. Jackson identified himself as a member from Bacon Street, filling in for Mr. Coleman - the LHRC Provider Liaison - and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. There were no changes regarding the additional reporting and review requirements. He also reported that Bacon Street had an OHR site visit on June 13, 2013. A Corrective Action Plan was submitted on 7/2/13 based upon OHR recommendations.

### ***Better Life of Virginia***

Mr. Aigbe identified himself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. There were no changes regarding the additional reporting and review requirements. He indicated that on June 11, 2013, a Corrective Action Plan was created to continue to train staff, including feedback from the OHR.

### ***Campbell House***

Ms. Campbell identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. There were no further changes regarding the additional reporting and review requirements.

### ***East End Academy Intensive Outpatient/Day Treatment Program***

Ms. Eley identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013, along with another member of East End, Ms. Les Powell. For the quarter, she reported 1 Abuse and Neglect allegation and 0 complaints. (See: Open Meeting Reconvened in which East End was recommended to provide summaries of incident reports prior to the quarterly meetings). She also reported an OHR site visit on May 16, 2013. No citations were given, no changes were made to their policy; recommendations were made. There were no further changes regarding the additional reporting and review requirements.

### ***Eastern State Hospital***

Ms. Lisa Webster identified herself as a member of Eastern State Hospital Staff, and is currently filling in for Mr. Roberts - the LHRC Provider Liaison for ESH - and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. For the quarter, she reported 15 Abuse and Neglect Allegations and 195 complaints. Ms. Webster also reported a request for changes in Eastern State's Adult and Geriatric Handbook (See: *Requests for Approval of Policy in which the committee approved changes in Adult and Handbook under the condition, made by Ms. Zaneveld, that there be removal/modification of wording in the changes to the Handbook.*)

### ***Family Preservation Services***

Ms. Isip identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. She reported that during this past quarter, all staff received training in the Safety Care Model and that they received an application from the committee regarding the vacant spot on the committee. There were no further changes regarding the additional reporting review requirements.

### ***Family Priority***

Ms. Rukin identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. There were no changes regarding the additional reporting review requirements.

### ***Neurological Rehabilitation Living Center***

Ms. Gonzalez identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. She reported no changes regarding the additional reporting and review requirements.

***Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program***

Ms. DiMuccio identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. She reported an OHR site visit on June 10, 2013. She reported that TB test violations, medication certification, and CPI violations as well. No recommendations have been completed at this time. She reported no further changes regarding the additional reporting and review requirements.

***United and Empowered Care***

Ms. Drake identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. For the quarter, she reported 12 Abuse and Neglect Allegations to be reviewed in closed session later at this meeting. She reported 0 complaints. (See: *Open Meeting Reconvened in which the committee reported out no recommendations.*) Ms. Drake also reiterated that the agency has relocated to Hampton, VA, and recently had a site visit by Gail Schreiner.

***Williamsburg Place-The Pavilion***

Ms. Cranford identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. She identified 13 allegations of abuse or neglect which was reviewed in closed session with the LHRC members later in the meeting, and 8 complaints. (See: *Closed Meeting Reconvened in which the committee recommended that summaries of incident reports be provided to the committee prior to quarterly meetings.*) She identified no additional changes regarding the additional reporting and review requirements.

***Williamsburg Place-The Farley Center***

Ms. Cranford identified herself as the LHRC Provider Liaison and presented the 2<sup>nd</sup> Quarter Report of Human Rights Activity for 2013. She identified 0 allegations of abuse or neglect and 1 open complaint case pending. She also requested approval for an IOP program to be commenced under the same license as The Farley Center. (See: *Requests for Policy Approval in which the committee unanimously approved the request to start an IOP program under the condition that the program add, under grievances, Mr. Daye's contact information.*) She identified no further changes regarding the additional reporting and review requirements.

**Discussion Items:**

***Requests for Approval of Policy:***

**United and Empowered Care:** Ms. Zaneveld stated there was nothing for the committee to review regarding Request for Policy Approval. Ms. Zaneveld requested that a letter be written to the committee with Program Rules and Behavioral Management Plan prior to committee review and approval.

**Eastern State Hospital:** Lisa Webster requested approval from the committee regarding changes the program has made to their Adult and Geriatric Handbooks. Ms. Zaneveld requested removal/modification of wording to the Adult Handbook. *On the motion of Mr. Henry, seconded by Mr. Barrett, the committee members unanimously approved the program's changes to the Handbook, with corrections.*

**Williamsburg Place- The Farley Center:** Ms. Cranford presented the agency's request for policy approval regarding the initiation of an Intensive Outpatient Program to be started at the Farley Center under the same licensure as the Farley Center. *On the motion of Mr. Henry, seconded by Mr. Barrett, the committee members unanimously*

*approved the program's request for an IOP program under the condition that the program add Mr. Daye's contact information under the Grievances Section.*

**OHR Advocate's Report and Training:**

Ms. Zaneveld reported that all Program Affiliate's Quarterly Reports should have stated that they attended training for the CHRIS system regarding incident reporting, as this training occurred during the previous LHRC meeting. Ms. Zaneveld discussed information and instructions on how to report and submit specific incidents or allegations on the CHRIS website (Handouts were distributed). The main goal of this new system, as well as the reporting method, is 'Did staff follow procedures?' She also reported that the committee will only be accepting faxed copies of reports from now on. They will no longer be accepting paper reports. Additionally, the OHR Regulations and Posters are now available in Spanish (sample handouts were distributed). Finally, Ms. Zaneveld reminded the Program Affiliates that the committee still has one general vacancy position.

**Closed Meeting:** *At 9:44 am the committee members approved by unanimous affirmative vote a motion by Mr. Henry, seconded by Mr. Barrett, to convene in closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of reviewing complaints under Assurance of Rights, Services, and Abuse and Neglect at East End Academy, United and Empowered Care, and the Pavilion at Williamsburg Place pursuant to the regulations.*

**Open Meeting Reconvened:** *The committee reconvened in open meeting at 10:10 am by unanimous vote on a motion by Mr. Henry, seconded by Ms. Olechnowich, each member certifying that, to the best of each member's knowledge, only private business matters, lawfully exempted from statutory open meeting requirements and identified in the motion by which the closed meeting was convened, were considered in the closed meeting.*

*The committee reported out in open meeting the following recommendations for the affiliate programs:*

**East End Academy:** *Provide summaries of incident reports prior to committee meeting.*

**United and Empowered Care:** *No recommendations.*

**Pavilion at Williamsburg Place:** *Provide summaries of incident reports prior to committee meeting.*

**Next Regularly Scheduled Meeting:** October 9, 2013, 9am, at the Yorktown Conference Room of the Sentara-Williamsburg Regional Medical Center, 100 Sentara Circle, Williamsburg, VA 23188.

**Adjournment:** *Mr. Barrett adjourned the meeting at 10:15 am with the unanimous approval of the committee members.*

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Submitted by:

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Approved by:

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Robert E. Coleman, Recorder  
Affiliate Program Liaison & Support

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Janet Olecnovich  
LHRC Committee Secretary